

**TOWN COUNCIL OF DEWEY-HUMBOLDT  
REGULAR MEETING NOTICE AND AGENDA**

**Tuesday, October 20, 2020, 6:30 P.M.**

**DEWEY-HUMBOLDT TOWN HALL  
COUNCIL CHAMBERS  
2735 S. HWY 69, SUITE 10  
HUMBOLDT, ARIZONA 86329**

**NOTICE OF MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Dewey-Humboldt Town Council and to the general public that the Town Council will hold a public meeting (see notes about public participation below) on **Tuesday, October 20, 2020, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329**. Members of the Town Council will attend by audio/video conference call.

***THIS MEETING WILL BE HELD BY REMOTE PARTICIPATION ONLY***

Due to the federal government's declaration of a COVID-19 pandemic and the resulting Executive Orders from Arizona Governor Ducey to limit events of people in personal contact and Mayor Nolan's declaration of an emergency based on the COVID-19 pandemic, the following accommodations are provided for public participation at the Council Meeting:

- Viewing live streaming audio only on the Town's website, at <http://az-deweyhumboldt.civicplus.com/2164/Town-Meeting-Documents-and-Videos>
- Viewing and potentially participating in the meeting via Join Zoom Meeting
  - Computer: <https://zoom.us/j/82586668216>
  - Telephone: (301) 715-8592; Meeting ID: 825 8666 8216
- Submitting comments via email to the Town Clerk at [TimMattix@dhaz.gov](mailto:TimMattix@dhaz.gov). Comments should be submitted no later than 3:30 p.m. on the day of the meeting. Please identify the agenda item and your first and last name.

**DEWEY-HUMBOLDT TOWN COUNCIL REGULAR MEETING AGENDA**

The issues that come before the Town Council are often challenging and potentially divisive. To make sure we benefit from the diverse views to be presented, the Council believes public meetings to be a safe place for people to speak, and asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. § 38-431.03(A)(3), which will be held immediately after the vote and will not be open to the public. Upon completion of the Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. Council Meetings are broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

**1. Call To Order**

**2. Roll Call** Town Council Members: Karen Brooks, Lynn Collins, John Hughes, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance and Mayor Terry Nolan.

**3. Pledge of Allegiance**

**4. Moment of Silence**

**5. Announcements regarding Town Current Events; Guests; Appointments; and Proclamations**

Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action. Pursuant to the Arizona Open Meeting Law, the Town Council may present a brief summary of current events; however, the Council may not discuss, deliberate, or take legal action on any matter in the summary.

**A. Council announcements about outside meetings and committees**

**B. Recognition of Denise Rogers for her time volunteering as the editor of The Dewey-Humboldt Newsletter**

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**C. Proclamation – declaring October 18 – 24, 2020 as Cities and Towns Week**

**6. Public Comment on Non-agendized Items** The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. According to the Arizona Open Meeting Law, Councilmembers may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A **3 minute** per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.

**7. Consent Agenda – no items.**

**8. Town Manager’s Report** Update on Current Events. The Town Council may ask clarifying questions about any item listed on the agenda under Town Manager’s Report or ask that any item listed on the agenda under Town Manager’s Report be placed on a future agenda for Council deliberation and action. No legal action will be taken on items listed under Town Manager’s Report. From time to time, as authorized by A.R.S. § 38-431.02(K), the Town Manager may present a brief summary of a current event that, due to its timeliness, is not listed on the agenda. In such cases, the Town Council shall not propose, discuss, deliberate or take legal action on the matter.

**A. Town Manager’s Report on the status of the federal CARES Act funding and distribution requirements through the State of Arizona**

**B. Town Manager’s Report on the status of the Urban Land Institute Survey and the number of responses received from Councilmembers to date**

**C. Town Manager’s Report on the status of the one-year lease extension for the current Town Hall location, 2735 South Highway 69**

**D. Town Manager’s Report on the status of the new Town Hall project, to be located at 12938 East Main Street**

**9. General Business** Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

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**A. Discussion and possible action relating to the recruitment process for the Town Manager position. Staff is seeking formal Council approval of the advertisement, position description, salary range and markets in which to advertise, and Council authorization to begin advertising. (Staff CC)**

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**B. Discussion and possible action relating to the recruitment process for the Town Manager position. Staff is seeking formal Council approval of the roadmap for the recruitment process, which includes the steps and timelines involved in the Town Manager recruitment. (Staff CC)**

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**C. Discussion and possible action to approve the letter of acknowledgement to all Town Manager applicants (Staff CC)**

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**D. Discussion and possible direction to staff relating to recognition of members of the Council whose terms of office are ending (Staff CC)**

**10. Consideration of additional Special Session(s)** Whether to hold and, if so, set the date

**11. Adjourn.**

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 632-7362 at least 24 hours in advance of the meeting.

**Certification of Posting**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: \_\_\_\_\_, Town Clerk's Office.

**For Your Information:**

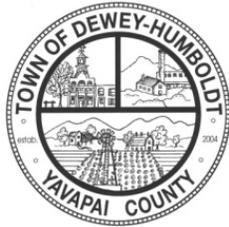
Next Town Council Regular Meeting: Tuesday, November 3, 2020 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, November 5, 2020, at 6:00 p.m.

Next Town Council Study Session: Tuesday, November 10, 2020, at 6:30 p.m.

If you would like to receive Town Council agendas via email, please sign up at [AgendaList@dhaz.gov](mailto:AgendaList@dhaz.gov) and type Subscribe in the subject line, or call (928) 632-7362 and speak with Tim Mattix, Town Clerk.

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**PROCLAMATION**

**Cities and Towns Week 2020 – October 18-24, 2020**

**WHEREAS;** the Citizens of Dewey-Humboldt rely on the Town to experience a high quality of life in our community; and

**WHEREAS;** cities and towns in Arizona work 24 hours a day, seven days a week to deliver vital city services such as fire, police and emergency medical response to ensure safe communities; and

**WHEREAS;** cities and towns in Arizona also provide services and programs that enhance the quality of life for residents such as parks, utilities, street maintenance, sanitation and recycling services, libraries, community centers and recreational programs; and

**WHEREAS;** it is important for Dewey-Humboldt to continue to provide the excellent delivery of services and programs that our citizens have come to expect in our community; and

**WHEREAS;** it is one of the responsibilities of Town officials to ensure open and accessible government through frequent communication with citizens using various avenues and means; and

**WHEREAS;** through participation and cooperation; citizens, community leaders, local businesses and municipal staff can work together to ensure that services provided by Dewey-Humboldt can remain exceptional elements of the quality of life of our community.

NOW THEREFORE, I, TERRY NOLAN, Mayor of the Town of Dewey-Humboldt hereby proclaim that the Town of Dewey-Humboldt joins with the League of Arizona Cities and Towns and fellow municipalities across the State of Arizona in declaring October 18-24, 2020, as Arizona Cities & Towns Week.

IN WITNESS WHEREOF, I have hereunto set my hand this 20<sup>th</sup> day of October, 2020.

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Terry Nolan, Mayor

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Timothy A. Mattix, Town Clerk

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## COUNCIL COMMUNICATION

Regular Council Meeting Date: **October 20, 2020**

Agenda Item: **9.A.**

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**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Discussion and possible action relating to the recruitment process for the Town Manager position. Staff is seeking formal Council approval of the advertisement, position description, salary range and markets in which to advertise, and Council authorization to begin advertising.

**Background:**

With the resignation of current Town Manager Ed Hanks, submitted September 28 and effective November 27, 2020, this item has been placed on the agenda so that staff can receive direction from Council as to the recruitment process.

With this item, staff is specifically seeking approval from Council on:

- Vacancy advertisement;
- Position description;
- Salary Range
- Markets in which to advertise.

Staff is also requesting Council provide specific authorization to staff to begin advertising the vacancy.

Vacancy advertisement

Staff drafted a vacancy advertisement based on those used by Clarkdale, AZ and Timnath, Colorado. The vacancy advertisement was reviewed at the October 13 Study Session and changes have been made as discussed during the Study Session.

Position description

Based on Council direction at the October 6, 2020, Council Meeting, staff prepared a draft position description for Council's consideration. Council reviewed and discussed the position description at the October 13 Study Session and changes have been made as discussed during the Study Session. Staff is also seeking guidance from Council as to any minimum qualifications. Inclusion of minimum qualifications would allow staff to remove from consideration any applicants who do not meet the minimum qualifications.

Starting salary range

Most recently, the starting salary range was between \$60,000 - \$95,000. During the October 13 Study Session, Council discussed the salary range and the documents have been prepared with \$90,000 - \$120,000 as the salary range.

Markets in which to advertise

Staff is seeking Council approval to advertise the vacancy in the NLC (National League of Cities) and ICMA (International City/County Management Association), both of which have associated costs but reach a wider market, as well as the Town's website and social media, the Arizona League website, which have no costs, and *The Daily Courier* to ensure that it is also published in the local market.

**Financial Impact:**

Costs vary. See attachment for advertising costs associated with the NLC and ICMA.

**Direction Requested:**

Staff is seeking direction from Council on the aspects outlined above.

**Suggested Motion:**

Council's pleasure.

Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365

[www.dhaz.gov](http://www.dhaz.gov)

October 20, 2020

**Attachments:**

Draft vacancy advertisement; Draft position description; excerpt from League Salary Survey; cost information for advertising in the NLC and ICMA

## VACANCY ANNOUNCEMENT

Dewey-Humboldt, AZ  
"Arizona's Country Town"  
Town Manager

Arizona's Country Town (Dewey-Humboldt, AZ – inc. 2004, pop. 4,100, elev. 4,580, 18.61 sq. mi.) is seeking a new Town Manager. This person will have the opportunity to work in a historic, growing community with plenty of potential. The community of Dewey-Humboldt places a high value on private property rights and open and transparent government.

As the Town's chief administrative officer, the Town Manager oversees all administrative functions, supervises all professional and clerical staff, develops and recommends the annual operating budget, and implements the Council's policies and decisions. The Town contracts with a Town Attorney, Finance Manager, IT support, the Yavapai County Free Library District for library services, and the Yavapai County Sheriff's Office for police services; fire services are provided by the Central Arizona Fire and Medical Authority ("CAFMA").

The Town's Fiscal Year 2020-21 Budget is \$5.6 million and supports 9 full-time employees and three part-time employees. Dewey-Humboldt provides residents with an array of municipal services including planning, permitting, zoning and public works, as well as financial, human resources, risk management, and emergency management functions. A sampling of projects and items immediately needing the Town Manager's attention include partnering with the USDA for rural business development grants and rural loan programs, a General Plan update, a new Town Hall, and reuse options for a Superfund site located within the Town limits.

Requirements for this position are a bachelor's degree in public administration, business management or equivalent and at least five years of progressively responsible experience in a local government or an organization of comparable complexity. Residency within the Town is encouraged, but not required, though the selected candidate must reside within a twenty-five-mile radius of Town limits within 18 months of appointment.

Preferred qualifications include 10 years of managerial and administrative experience in a municipal government, county, school district or working directly for an elected governing body, including five years' experience in a senior management (department head or higher) position; a master's degree in public administration or related field; ICMA-Credentialed Manager designation or the ability to obtain it within three years of appointment; strong financial management and budgeting skills; grants management; and management of a capital improvement plan.

The salary range for this position is \$90,000 - \$120,000, depending on qualifications, with a full-benefits package.

To apply, email a cover letter, resume, and five professional references to [hr@dhaz.gov](mailto:hr@dhaz.gov). The position is open until filled with the first review of applications beginning on December 7, 2020.



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 • Fax 928-632-7365**

## TOWN MANAGER

JOB CLASSIFICATION INFORMATION			
<i>Department/Division:</i>	Town Manager		<i>FLSA Status:</i> Exempt
<i>Supervision Level:</i>	Appointed		<i>Salary Minimum:</i> \$90,000.00
<i>Status:</i>	Unclassified		<i>Salary Maximum:</i> \$120,000.00
<i>Background Check/ Drug Screen</i>	Y	Y	<i>Retirement:</i> ICMA-RC 401(a) Town 2:1 match up to 12%

REPORTING RELATIONSHIPS
Receives policy direction from, and reports to, the Town Council.
Exercises direct supervision over administrative, professional and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	At least five years of progressively responsible experience in a local government or an organization of comparable complexity. Preferred qualifications include 10 years of managerial and administrative experience in a municipal government, county, school district or working directly for an elected governing body, including five years' experience in a senior management (department head or higher) position; strong financial management and budgeting skills; grants management; and management of a capital improvement plan.
<i>Education:</i>	Bachelor's degree in public administration, business management, or equivalent. A Master's degree in public administration or related field is preferred.
<i>Certification:</i>	ICMA-Credentialed Manager designation or ability to obtain within three years of appointment is preferred.
<i>Additional:</i>	Residency within the Town of Dewey-Humboldt or a 25-mile radius within 18 months of appointment.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position; the things a person holding the job must be able to do consistently.
To actively perform the duties of the chief administrative officer of the Town and be responsible to the Town Council for all affairs of the Town; implement policy set by the Town Council; to oversee and manage the day-to-day operations of the Town; responsible for Council, Board, Commission and Committee Meeting agendas; serves as the Town's Zoning Administrator; and, to perform such duties as may be directed by the Town Council or as required to ensure the effective and efficient operations of the Town. See Dewey-Humboldt Town Code § 30.030 for the authorities and duties of the Town Manager; see also Town Code § 30.001 and § 30.015(E).

### **TYPICAL DUTIES/RESPONSIBILITIES**

This position description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Show respect, tact and courtesy in dealing with the public, elected officials and staff;
- Ensure compliance with all ordinances, resolutions, acts of the Town Council and applicable state law;
- Work closely with the Town Council to define and accomplish strategic goals and objectives, and execute successful business practices;
- Keep the Town Council fully advised as to the condition and needs of the Town and make recommendations;
- Direct, guide, and supervise the activities of all Town departments and staff who report to the Town Manager;
- Communicate orally and in writing with the general public, the media, external stakeholders and Town Council to discuss concerns, answer questions, resolve problems, and present programs and information;
- Respond to and diplomatically resolve resident concerns/complaints about Town services, staff or infrastructure;
- Respond to general inquiries about the Town;
- Actively search for and bring to Council's attention grant opportunities that may be beneficial to the Town;
- Participate in Planning/Zoning and Building cases and any pre-application meetings;
- Build relationships and effective networks with peers in neighboring communities; participate in regional organization activities;
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects;
- Oversee all department expenditures, compile budget information and present to council;
- Other duties as assigned.

CITY/TOWN	POPULATION (2018 Est.)	COUNTY	MAYOR	COUNCIL	MANAGER	MANAGER (Salary Range)	ASSISTANT MANAGER	ASSISTANT MANAGER (Salary Range)	CLERK	CLERK (Salary Range)
PHOENIX	1,660,272	MARICOPA	88,000	61,600	315,000	315,000 - 425,000			CLERK	132,163-168,002
TUCSON	545,975	PIMA	41,995.20	24,000.00	234,499.20	234,499.20	249,038	161,429 - 274,456 (2)		147,908.80 - 147,908.80
MESA	508,958	MARICOPA	73545	36832	260665		222892	165510 - 222892 (2)		149988
CHANDLER	257,165	MARICOPA	56758	33237	240142	N/A	214692	140399 - 214692		191214 N/A
SCOTTSDALE	255,310	MARICOPA	36,000.00	18,000.00	278,907.20	215,987.20-314,038.40	192,379.20	139,214.40-202,425.60 (2)		181,542.40   132,579.20-192,795.20
GLENDALE	250,702	MARICOPA	48000	34000	235237.5	NA	191995	137758-206637 (2)		144525 NA
GEBERT	248,279	MARICOPA	43,631.04	21,012.00	257,217.00	CONTRACT	VACANT	87,516.80-131,275.20 (1)		138,075.00 CONTRACT
TEMPE	192,364	MARICOPA	61815	30908	237565	193216-260842	200839	160451-216609 (2)		121619   107343-144913
PHOENIX	172,259	MARICOPA	34,549.62	23,033.08	233,730.00	No Range	201,884.00	134,589-201,884 (3)		151,947.88   112,179-168,269
SUPERPRISE	138,161	MARICOPA	45,987.24	26,776.10	236,946.00	Contract	118,890.00	144240-216361		146511.03 Contract
YUMA	97,908	YUMA	12,000	3600	vacant	146,923.09 - 205,692.24	133307.2	117645.22- 164703.14 (1)		93757.3   87476.27 - 122466.66
AVONDALE	85,835	MARICOPA	19,009.90	9,505.08	210,000.18	Contract	194,956.06	157383-228206 (1)		109,074.94   109074-158158 (1)
GOODYEAR	82,835	MARICOPA	23,000	12,000	219,208	Contract	194,628	136,858-202,569 (2)		133,224   113,316-168,218
BROCKEY	74,370	MARICOPA	21,000	14,400	215,215		182,187	118,978-193,919 (1)		159,515   97,879-159,532 (1)
FLAGSTAFF	73,964	COCONINO	38,500.00	25,500.00	205,000.00	148,700.24 - 237,920.18	167,070.14	129,369.14 - 206,990.58 (2)		92,503.41   81,540.37 - 124,756.74
CASA GRANDE	57,292	PINAL	16,297	9,053	189,330	151,353 - 208,538	141,297	120,41665,735 (1)		93,778   85,198 - 117,720
LAKE HAVASU CITY	55,090	MOHAVE	11,400	7,800	151,110.18					116,251.20   101,587 - 152,360 (1)
MARICOPA	50,024	PINAL	23,000	18,000	193,725	134,921 - 199,143				131,921   93,507 - 138,016
QUEEN CREEK	49,261	MARICOPA/PINAL	37,741	22,392	209,408	N/A	184,068	130,403-208,645 (1)		93,275   93,275-142,851 (1)
MARANA	47,007	PIMA/PINAL	21,000	16,404	200,000	Contract (1)	158618			106000   94123-145892
PRESCOTT VALLEY	45,751	YAVAPAI	12,600	8,400	176,862	126,339 - 176,862	143,228	112,216 - 157,081 (2)		116,230   85,529 - 119,724
ORO VALLEY	45,395	PIMA	12,740	10,058	180,000	146,649-219,973	100,678	94531-141796 (1)		98,312   94,531-141,796
SIERRA VISTA	44,420	COCHISE	12,000	9,000	171,392	N/A	130,000	N/A (1)		101,733   77,096-115,644
PRESCOTT	43,314	YAVAPAI	9,000	6,000	170,832	Open Range				101,730   Open Range
APACHE JUNCTION	41,739	MARICOPA / PINAL	12,000	9,000	161,531	Contract	133012	117563-170267 (1)		Vacant   101556-147083
BULLHEAD CITY	40,421	MOHAVE	26,760	14,040	166,535.58	CONTRACT				100,713.19   CONTRACT
EUMIRAGE	35,670	MARICOPA	26,760	14,040	182,175					107880   107880-151031
SPRING LUIS	33,490	YUMA	21,000.00	10,800	109,366.40	129,916.80-203,195.20				72,196.80   82,742.40-124,113.60
KINGMAN	30,314	MOHAVE	9,600	6,000	151,164	contract - no salary range				75694   75694 - 102106
SANHUARITA	30,282	PIMA	9,600	6,000	190,158	Contract	116,500	96,673-135,342 (1)		102,092   82,637-115,692
FLORENCE	26,419	PINAL	7,800	5,400	151,329	Contract	121,589	84964-135722 (1)		Asst. Manager   61635 - 98457
FOUNTAIN HILLS	24,987	MARICOPA	7,200	4,800	147,225		122,400	107,100-153,153 (1)		120,238   96,900-138,567 (1)
NOGALES	20,188	SANTA CRUZ	600	300	134,588.48	N/A (DOQ)	80,695.68	80695-113051 (1)		50,000   N/A (DOQ)
ELOY	19,391	PINAL	7,800	5,400	145,000.00	116,000 - 180,952				94,068   62,970 - 97,604
SOMERTON	16,491	YUMA	8,400 (1)	6,000 (5)	113,400 (1)					44866 (1)
DOUGLAS	15,978	COCHISE	3,900	2,600	115,000	CONTRACT	92,171	75,828-112,035 (1)		37,867   CONTRACT
PAYSON	15,710	GILA	10,800	6,000	vacant	126512-202415	120245	104555-167285 (1)		90626   67517-101275
PARADISE VALLEY	14,502	MARICOPA	0	0	193,500	N/A	166,827	124828-191540 (1)		109,811   79122-121610 (1)
COOLIDGE	12,993	PINAL	7,200	4,800	127,908	112,176 - 168,264	Vacant 0			92,618   70,169 - 105,254
COTTONWOOD	12,199	YAVAPAI	9,000	6,000	150,000.00	Contract	153,002.72	125,612.29-185,107.92(1)		113,528.48   Contract
CHINO VALLEY	12,003	YAVAPAI	6,000	3,600	146,328	130,445 - 171,155	N/A N/A			69,178 - 90,767   84,204
SHOW LOW	11,321	NAVAJO	9,600	6,000	152,199	115,378 - 173,067	125000	94696 - 142045		79000   68695 - 103042
CAMP VERDE	11,239	YAVAPAI	4,200	3,000	129,605	117,608-170532				66830   62849-90841
SEDONA	10,335	YAVAPAI/COCONINO	8,400	6,000	178,447.62		150,000.00	109,761.60-150,000.00 (1)		89,910.08   74,734.40-107,785.60
SAFFORD	9,872	GRAHAM	12,000	7,200 (6)	140,356.32		108,000.00	102,543-128,178 (1)		90,823.20   77,537-116,306

**SUPERVISORY AND ADMINISTRATIVE POSITIONS**

CITY/TOWN	POPULATION (2018 Est.)	COUNTY	MAYOR	COUNCIL	MANAGER	MANAGER (Salary Range)	ASSISTANT ASSISTANT MANAGER MANAGER (Salary Range)	CLERK	CLERK (Salary Range)
WINSLOW	9,427	NAVAJO	4800	2400	122,400	Contract		73,640	Contract
WICKENBURG	7,840	MARICOPA/YAVAPAI	4800	2400	128822.51	Contract		86507.2	85654.40-126339.20
PAGE	7,566	COCONINO	9599.98	7199.92	Vacant	105441.79 - 173978.97	N/A N/A	70771.79	65123.94 - 107454.50
GEORBE	7,346	GILA	6000	3600	121483.65	101876.13 - 168095.62		67259	56532.13 - 93278.02
TOLLESON	7,289	MARICOPA	21,000	14,400	203,940	142,200-227,522		109,258	104,554-177,741
YUNGTOWN	6,836	MARICOPA					NA NA	60,000	
GRADALUPE	6,597	MARICOPA	8400	8400	90000	71,762-106,751			41,337-60,862
LITCHFIELD PARK	6,310	MARICOPA			149,260.80		119,995.20	71,991.30	
SNOWFLAKE	5,858	NAVAJO	4800	2400	139195.47			48880	
CAVE CREEK	5,760	MARICOPA			154588.3	N/A	0 N/A	0	N/A
SOUTH TUCSON	5,697	PIMA	4800	2400	80000			65562	
BISBEE	5,209	COCHISE	4800	2400	109600	100000-120000		62608	44390-66585
TRITCHER	5,138	GRAHAM	6600	5400	120000				
HIGHLBROOK	5,093	NAVAJO	2400	1200	112500	69585-118814		63790	40419-70692
ESGAR	4,899	APACHE	4800	1200	110,000	Contract			Finance Dir 47,392-68,688
BIRSON	4,873	COCHISE	4,800	2,400	114,254.40	98350.22-147,525.33	0 0	70,408.00	57,128.16-85,692.24
COLORADO CITY	4,857	MOHAVE							
PINETOP-LAKESIDE	4,433	NAVAJO	5700	3000	98658	Contract		51846	50330 - 75495
CLARKDALE	4,393	YAVAPAI	4,800.00	2,400.00	119,516.80	94,177.18 - 150,683.49		58,947.20	49,944.17 - 79,910.67
TAYLOR	4,262	NAVAJO	4,800	2,400	87,550			66,144	
DEWEY-HUMBOLDT	4,106	YAVAPAI	NA	NA	80000	Contract	NA NA	57000	50000-75000
CAREFREE	3,876	MARICOPA	0	0	164,800.			95,281.	
QUARTZSITE	3,766	LA PAZ	10800	7500	141120	Contract	75000	58656	49130-70033 (1)
CLIFTON	3,700	GREENLEE	3600	2400	83125			57496	
WILLOX	3,534	COCHISE	4800	2400	90,896.00	85,000-105,000	0 0	0	0
S G JOHNS	3,517	APACHE	0	0		COUNCIL APPROVED			
WILLIAMS	3,226	COCONINO	10,800	9,600				74,963	
PARKER	3,200	LA PAZ	5100	2700	161060	CONTRACT		54000	(50,048 - 75,702)
SUPERIOR	3,141	PINAL	N/A	N/A	80,110.94	80,110.94	N/A N/A	48,880.00	48,880.00 (1)
WELLTON	3,080	YUMA	4200	3000	102500				
PIPA	2,512	GRAHAM							
STAR VALLEY	2,303	GILA							
KEARNY	2,145	PINAL			76752			45000	
GILA BEND	2,094	MARICOPA	4,956	3,000	105000			89,140	
SPRINGERVILLE	1,982	APACHE	4,800.00	12,600	84,448	Contract	N/A	73,424	
MIAMI	1,774	GILA	1800	999.96	92019.2			61913.28	
HUACHUCA CITY	1,738	COCHISE	3600	1800	70,678.40		n/a n/a	35000	35,000-45,000
MAMMOTH	1,650	PINAL	N/A	N/A	80,080.00	47000-85000	N/A N/A	47K	45000-50000
FREDONIA	1,300	COCONINO							
TOMBSTONE	1,300	COCHISE							
PATAGONIA	881	SANTA CRUZ	600	300		62400			
DUNCAN	789	GREENLEE							
HAYDEN	633	GILA	N/A	N/A	N/A	N/A	N/A N/A	52,811	14.12 - 25.39
TUSAYAN	587	COCONINO	4800	3600	102000			60320	
JEROME	457	YAVAPAI	0	0	77,511				
WINKELMAN	352	GILAVPINAL	-0-	-0-	No manager	No manager	No manager	46,000	n/a

No update rec'd - using 2019 data  
DID NOT PARTICIPATE IN SURVEY

## Sample Advertising Costs/Comparison

**National League of Cities (NLC)** - 30-day posting - \$350

**Optional Features** (with additional costs):

Featured Job - \$105

Social Recruiting - \$125

Digital Job Video presented by Digi-Me - \$200

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**International City/County Managers Association (ICMA)** - 60-day posting - \$600

\*Can be renewed at no charge for the same recruitment

\*Included in the ICMA Membership Newsletter (distributed weekly)

**Optional Features** (with additional costs):

Featured Job - \$50



## COUNCIL COMMUNICATION

Regular Council Meeting Date: **October 20, 2020**

Agenda Item: **9.B.**

---

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Discussion and possible action relating to the recruitment process for the Town Manager position. Staff is seeking formal Council approval of the roadmap for the recruitment process, which includes the steps and timelines involved in the Town Manager recruitment.

**Background:**

At the October 6, 2020 Council Meeting, Council provided direction to begin mapping out a timeline for the Town Manager recruitment process at the time that the position description is finalized.

At the October 13, 2020 Study Session, staff presented a draft roadmap for Council's consideration. Changes have been made as discussed during the Study Session.

Discussion of Step 3, Interim Town Manager Decision, is for deliberations of whether and when to decide about choosing an Interim Town Manager, not who should be the Interim Town Manager, which will be scheduled for the next Council Meeting.

The roadmap staff drafted is based on information from the League of Cities and Towns' 2017 Executive Recruitment Guide.

**Financial Impact:**

To be determined.

**Direction Requested:**

Staff is seeking formal Council approval of the roadmap.

**Suggested Motion:**

I move to approve the roadmap for the Town Manager Recruitment process as presented, with the stipulation that dates may change as the process moves forward.

**Attachments:**

Draft Town Manager Recruitment Process Roadmap

Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365

[www.dhaz.gov](http://www.dhaz.gov)

October 20, 2020

## 2020 Town Manager Recruitment Process Roadmap

(based on the League of Arizona Cities and Towns 2017 Executive Recruitment Guide)

### 1. Define position/create a position description.

The Town of Dewey-Humboldt has historically not used a position description for the Town Manager role. A position description will help to identify the qualities that Council is seeking in a Town Manager and give prospective applicants an idea of what is expected of them.

Introduced: October 6, 2020

Review: October 13, 2020

Target Action: October 20, 2020

### 2. Prepare advertisement/set salary range.

The advertisement is the tool that will capture prospective applicants' attention. It should include all essential elements of the job, deadline dates, and a brief background on the Town.

Introduced: October 6, 2020

Review: October 13, 2020

Target Action: October 20, 2020

### 3. Interim Town Manager decision.

An Interim Town Manager will help to ensure that the Town's affairs are properly administered until a permanent Town Manager is selected and on board. Major actions and decisions should be deferred whenever possible during an Interim Town Manager's tenure. The documents prepared in steps 1 and 2 can be used in the recruitment and selection of an Interim Town Manager.

Introduced: October 6, 2020

Review: November 3, 2020

Target Action: November 3, 2020

### 4. Decide where to advertise.

The advertising market will be crucial in reaching the broadest scope of candidates. Resources such as the League's website and Town website/social media are free, while others such as the National League of Cities ("NLC") and International City/County Management ("ICMA") have a cost associated but reach more people.

Introduced: October 6, 2020

Review: October 20, 2020

Target Action: October 20, 2020

By meeting the dates above, the advertising window could be: **October 26, 2020** through **December 4, 2020** (allowing more than 30 days due to the Thanksgiving holiday weekend).

**5. Prepare acknowledgement letter.**

An acknowledgement should be sent to applicants as soon as applications are received. The letter can include additional information about the Town, as well as a general outline of the selection process and timeline.

Introduce: October 20, 2020

Review: October 20, 2020

Target Action: October 20, 2020

Ready to distribute: October 26, 2020 (or first day that the position is advertised).

**6. Screen applicants/prepare regret letter.**

Screening can begin following the closing date. Different screening options: Town staff reviewing for minimum requirements established by Council; a private firm; Town Council as a whole; a subcommittee of the Town Council formed as required per Town Code. During the screening phase, Council should identify a rough number of candidates that Council would like to try to interview. **The League states that the time required for the screening is two weeks.**

Introduce for Council discussion of how the screening will work and the regret letter: November 3, 2020

Review documentation prepared by staff: November 17, 2020 or December 1, 2020

Target Action approving the screening process: November 17, 2020 or December 1, 2020

Screening start: December 7, 2020

Screening complete: December 18, 2020

**7. Reference checks.**

Reference checks should be conducted prior to interviews. This will help narrow down the number of candidates who are selected for interviews. Due to the sensitive nature of reference checks, Council may wish to either hire a private firm for the reference checks or, at a minimum, work with the Town Attorney to develop questions. **The League states that the time required for the screening is 3-4 weeks depending on the number of candidates and who performs the checks.**

Introduce for Council discussion of the process: December 1, 2020

Review documentation prepared by staff: December 8, 2020

Target Action approving the reference check process: December 15, 2020

Reference checks begin: December 21, 2020

Reference checks complete: January 19, 2021 (taking into consideration the Martin Luther King, Jr. holiday)

## 8. Interviews.

Decision points for Council include: whether to pay travel expenses, to arrange tours for candidates prior to their interview, the interview questions, and the interview date. All finalists should be interviewed on the same day to ensure that all applicants are treated equally. **The League states that two weeks is required; however, additional time may be required to account for second interviews, if required.**

Council select target interview date(s): December 15, 2020

Target first interview date: February 2, 2021

Council narrow down to finalists for second interview: February 2, 2021

Target second interview date: February 16, 2021

## 9. Selection/negotiations.

Decision points for Council will be based on the finalist and may include starting salary, moving expense reimbursement, and similar negotiation points. **The League states that most managers will require a minimum of 30 days to give notice to their present employer.**

Target finalist selection date: February 16, 2021

Negotiating window: February 16, 2021 through March 2, 2021 (may need to call Special Meetings)

30-day notice window: April 1, 2021

## 10. New Town Manager starts.

Council may wish to hold an initial work meeting with the new Town Manager to discuss and clarify initial expectations for both the Council and Manager. This should be as soon as possible after the new Manager starts.

It is possible that the new Town Manager will not start until mid- to late-April, 2021.

This overall timeframe would coincide with the League statement that the approximate total time including relocation is 20-26 weeks. Due to a portion of the recruitment falling during holidays, additional time has been added.



## COUNCIL COMMUNICATION

Regular Council Meeting Date: **October 20, 2020**

Agenda Item: **9.C.**

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**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Discussion and possible action to approve the letter of acknowledgement to all Town Manager applicants.

**Background:**

One of the steps identified in the Town Manager Recruitment Process Roadmap is the preparation, and approval by Council, of an acknowledgement letter to all who apply for the Town Manager position. Under separate agenda item, staff is seeking Council authorization to begin advertising for the position. The League, in their 2017 Executive Recruitment Guide, says this about the acknowledgement letter:

A letter thanking the candidate for his or her interest should be sent on city/town letterhead over the chief elected official's signature as soon as an application is received. This is a good opportunity to tell the candidate a little more about the city/town and the geographic area. If you don't already have a prepared job brochure, cities may choose to insert a publication describing the community. A general outline of the selection process and timeline should also be provided to avoid numerous phone calls and personal inquires. A sample can be found in Appendix D.

Staff has prepared two options for Council consideration:

Option 1: Acknowledgement of receipt, timeline

Option 2: Acknowledgement of receipt, timeline, additional information about the Town

**Financial Impact:**

Costs are unknown at this time.

**Direction Requested:**

Staff is seeking Council approval of either Option 1 or Option 2.

**Suggested Motion:**

I move to approve **[selected option]** of the Acknowledgement Letter and authorize staff to use it to acknowledge all applications for the Town Manager position.

**Attachments:**

Acknowledgement Letter – Option 1 and Option 2

Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365

[www.dhaz.gov](http://www.dhaz.gov)

October 20, 2020



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69, 2735 S. Hwy. 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 ▪ Fax 928-632-7365**

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**ACKNOWLEDGEMENT LETTER – OPTION A**

Date

Name  
Address  
City, State, Zip  
email address

*Sent via email*

Dear \_\_\_\_\_:

Thank you for your application for the position of Town Manager for the Town of Dewey-Humboldt, Arizona. Here are some details about our selection process and an outline of our general timeframe.

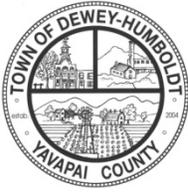
The position will remain open through December 4, 2020. Beginning December 7, 2020, applications will be reviewed to ensure that the minimum requirements developed by the Town Council are met. Applications meeting the minimum requirements will be presented to the Town Council for further consideration and screening to narrow down the number of candidates for further consideration; by mid-December, this process is anticipated to be complete, and reference and background checks will begin. We anticipate that reference and background checks will be complete by mid- to late-January. Shortly thereafter, a few individuals will be scheduled for interviews. The Town Council hopes to make their final selection by late February.

We will try to keep you advised of the status of your application as decisions in the selection process are made.

Please contact Mickey Moore on our staff, at [hr@dhaz.gov](mailto:hr@dhaz.gov), if you have any additional questions. Thank you for your interest in the Town of Dewey-Humboldt.

Sincerely,

Terry Nolan  
Mayor



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69, 2735 S. Hwy. 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 ▪ Fax 928-632-7365**

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**ACKNOWLEDGEMENT LETTER – OPTION B**

Date

Name

Address

City, State, Zip

email address

*Sent via email*

Dear \_\_\_\_\_:

Thank you for your application for the position of Town Manager for the Town of Dewey-Humboldt, Arizona. Shortly after incorporation in 2004, the Town adopted its slogan – “Arizona’s Country Town” – and prides itself on remaining a rural community. Taken from the Town’s 2009 General Plan, Dewey-Humboldt Vision 2028, the following statement summarizes our community:

The Town of Dewey-Humboldt was created in 2004 to preserve the low-density lifestyle that area residents came to enjoy, and were fearful of losing. People live in Dewey-Humboldt because they like a slower pace, more elbow room, and a more rural character. They like the freedom to be themselves, to respect and be respected regardless of their role in the community. They like the view of the mountains and want to know the skies will be clear, the water clean, and the air fresh. Keeping these attributes will make Dewey-Humboldt a jewel in the quad-cities.

Enclosed is some information about our community that you may find interesting and helpful.

Here are some details about our selection process and an outline of our general timeframe. The position will remain open through December 4, 2020. Beginning December 7, 2020, applications will be reviewed to ensure that the minimum requirements developed by the Town Council are met. Applications meeting the minimum requirements will be presented to the Town Council for further consideration and screening to narrow down the number of candidates for further consideration; by mid-December, this process is anticipated to be complete, and reference and background checks will begin. We anticipate that reference and background checks will be complete by mid- to late-January. Shortly thereafter, a few individuals will be scheduled for interviews. The Town Council hopes to make their final selection by late February.

We will try to keep you advised of the status of your application as decisions in the selection process are made. Please contact Mickey Moore on our staff, at [hr@dhaz.gov](mailto:hr@dhaz.gov), if you have any additional questions. Thank you for your interest in the Town of Dewey-Humboldt.

Sincerely,

Terry Nolan  
Mayor

Enclosure

# TOWN OF DEWEY-HUMBOLDT

City Hall Hours:	Monday thru Friday: 8:00-6:00
Council Meets:	1st & 3rd Tuesdays, 6:30 p.m.; Work Session: 2nd Tuesday 6:30 p.m.
Incorporation Date:	2004
Charter City:	No
Population:	4,106 (2018 Census Estimate)
Area Within Limits:	18.7 sq. mi.
Elevation:	4,800 ft.
County:	Yavapai
Municipal Utilities:	None
General Election:	November
Sales Tax:	2%/\$690,488
Bed Tax:	Sales tax + 2%/(included in sales tax)
Use Tax:	2%/(included in sales tax)
Property Tax:	None
Council/Manager Form of Government:	Yes
Directly Elected Mayor:	Yes
Municipal Property Corporation:	No
Alternative Expenditure Limit:	No

## MAYOR & COUNCIL

### Mayor

Terry Nolan  
(928) 632-7362  
[Mayor.Nolan@dhaz.gov](mailto:Mayor.Nolan@dhaz.gov)  
Term Expires: 2020

### Vice Mayor

Amy Lance  
(928) 632-7362  
[CM.Lance@dhaz.gov](mailto:CM.Lance@dhaz.gov)  
Term Expires: 2024

### Councilmember

Karen Brooks  
(928) 632-7362  
[CM.Brooks@dhaz.gov](mailto:CM.Brooks@dhaz.gov)  
Term Expires: 2022

### Councilmember

Lynn Collins  
(928) 632-7362  
[CM.Collins@dhaz.gov](mailto:CM.Collins@dhaz.gov)  
Term Expires: 2022

### Councilmember (Mayor-elect)

John Hughes  
(928) 632-7362  
[CM.Hughes@dhaz.gov](mailto:CM.Hughes@dhaz.gov)  
Term Expires: 2022

### Councilmember

Mark McBrady  
(928) 632-7362  
[CM.McBrady@dhaz.gov](mailto:CM.McBrady@dhaz.gov)  
Term Expires: 2022

### Councilmember

Victoria Wendt  
(928) 632-7362  
[CM.Wendt@dhaz.gov](mailto:CM.Wendt@dhaz.gov)  
Term Expires: 2020

### Councilmember-elect

Glen Blomgren  
(928) 632-7362  
[CM.Blomgren@dhaz.gov](mailto:CM.Blomgren@dhaz.gov)  
Term Expires: 2024

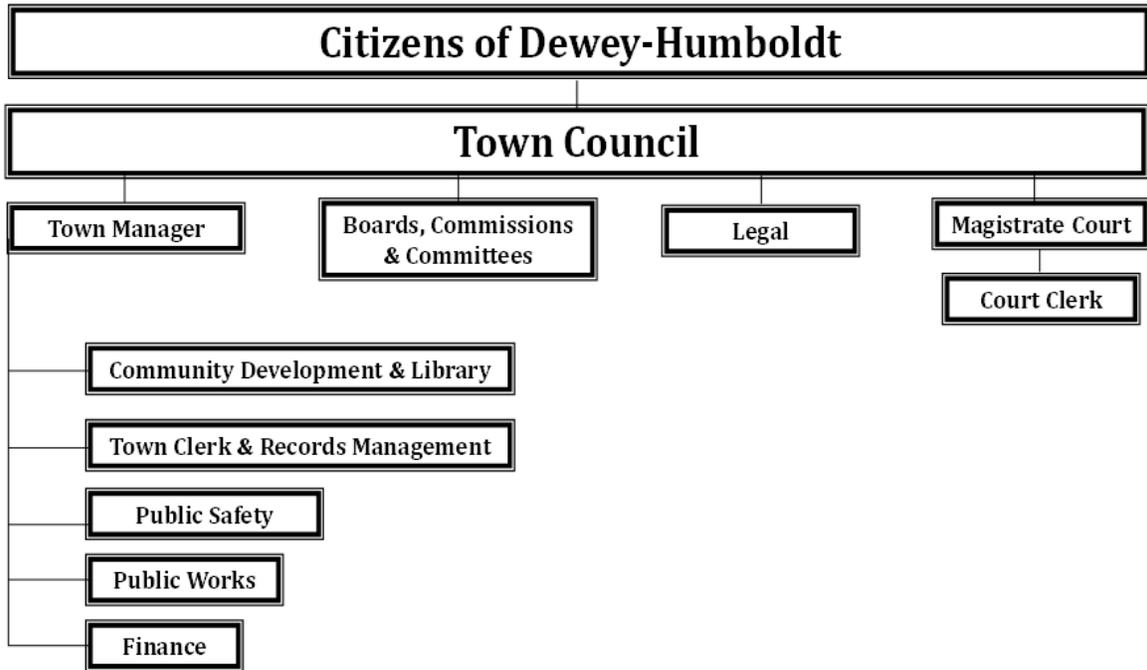
### Councilmember-elect

To be determined at November 3 General Election  
Term Expires: 2024

## BOARDS, COMMISSIONS AND COMMITTEES

- Planning and Zoning Advisory Commission
- Open Space and Trails Committee
- Board of Adjustment
- General Plan Update Steering Committee

## ORGANIZATIONAL CHART



## CONTRACTED PERSONNEL/SERVICES

- Town Attorney
- Town Engineer
- Town Magistrate
- Police/Sheriff’s Office
- Finance/Budget Director
- Fire/Central Arizona Fire and Medical Authority
- Community Planner

## LEGISLATORS

### US SENATORS

**Senator:** Kyrsten Sinema  
<https://www.sinema.senate.gov/contact-kyrsten>  
**Senator:** Martha McSally  
<https://www.mcsally.senate.gov/>

### US REPRESENTATIVES

Congressional District: 4  
**Congressman:** Paul Gosar  
<https://gosar.house.gov/>

### STATE REPRESENTATIVES

State Legislative District: 1  
**Senator:** Karen Fann  
<https://www.azleg.gov/senate-member/?legislature=54&legislator=1917>  
**Representative:** Steve Pierce  
<https://www.azleg.gov/house-member/?legislature=54&legislator=1953>  
**Representative:** Noel Campbell  
<https://www.azleg.gov/house-member/?legislature=54&legislator=186>

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## COUNCIL COMMUNICATION

Regular Council Meeting Date: **October 20, 2020**

Agenda Item: **9.D.**

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**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Discussion and possible direction to staff relating to recognition of members of the Council whose terms of office are ending.

**Background:**

The terms of office for Mayor Nolan and Councilmember Wendt are ending when the new Council takes office at the first Regular Meeting in December, which is December 1, 2020. In 2016, Council adopted Council Policy PG No. TC16-01, Service Recognition, a copy of which is attached. Staff is seeking direction from Council to ensure that staff has enough time to plan and prepare for the transition.

**Financial Impact:**

Dependent on Council direction.

**Direction Requested:**

Staff recommends that Council provide direction on a not-to-exceed dollar amount for any recognition that Council chooses.

**Suggested Motion:**

Council's pleasure.

**Attachments:**

Council Policy PG No. TC16-01, Service Recognition

Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365

[www.dhaz.gov](http://www.dhaz.gov)

October 20, 2020



**TOWN OF DEWEY-HUMBOLDT  
TO BE DETERMINED**

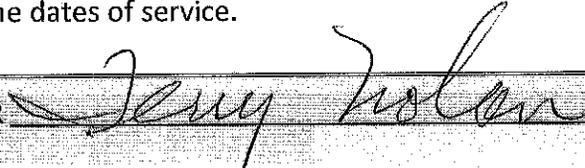
**PG N<sup>o</sup> TC16-01**

**All Public Bodies : Town Council, Board,  
Commission, and Committees**

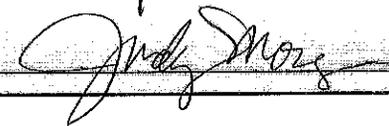
**Effective Date: May 17, 2016**

**Subject: *service recognition***

1. **Purpose and Scope:** The Town Council intends to recognize the contributions made by the council members and board/commission/committees and confer awards for extended period of services. The award will be of minimum cash value, yet represent an invaluable appreciation by the Town. This policy provides for the circumstances under which certain awards may be conferred to an individual.
2. **Service awards types:**
  - 2.1 Award formats: A framed certificate or plaque or a memento of minimal cash value.
  - 2.2 Council Member Recognition. Council may choose to recognize a council member's tenure and present an award to the Councilmember at the end of his or her term of office and/or when he/she leaves the office for other reasons. If being recognized, the council member's length of service will be denoted in the award.
  - 2.3 Board, Commission, Committee Member Recognition. Council may choose to recognize a Board, Commission, or Committee member for his/her service when he/she leaves a board, commission or committee upon request by the Chair or another member of the same Board, Commission or Committee.
  - 2.4 Other Recognition. Council, may from time to time, choose to recognize a public body member for outstanding service during the member's term in the office. This recognition is solely a discretion of the Council and initiated at the direction of the Council.
  - 2.5 Service award may be presented at a council meeting.
  - 2.6 In order for the Town Staff to arrange for an award presentation to a Council Member or a Board/Commission/Committee Member, a member of the respective public body will inform the Town Manager to initiate the recognition. If needed, the recipient can be contacted to verify the dates of service.

TERRY NOLAN, MAYOR 

ATTEST:

JUDY MORGAN, TOWN CLERK 

Notes: